

REPORT MARKING INSTRUCTIONS
FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS
INSPECTION CHECK SHEET
May 2012

For each item, indicate one of the following for OBSERVATIONAL STATUS:

- IN Item found in compliance;
- OUT Item found out of compliance. Unless otherwise specified under each section, whenever marking a section as **OUT** of compliance, documentation of the violation must be noted on the Observations Sheet of the report with notes concerning the reason why the section was marked as such and properly cross referenced to Chapter 24.
- N.O. Not observed; the process in question occurs but is not in operation at time of inspection.
- N.A. Not applicable; these critical sections are N.A. to operations that serve or sell only prepackaged food.
- COS Corrected On-Site. Whenever marking COS, "OUT" of compliance must also be marked.
Marking COS indicates that all violations cited under that particular item number have been corrected and verified before completing the inspection. The actual corrective action taken for each violation should be documented in the "Observations and Corrective Actions" section of the inspection report. For example, Item #7 *Handwashing Facilities* is marked out of compliance because the establishment does not have soap and paper towels at the handwashing sink. The person in charge partially corrects the problem by putting soap at the sink, but does not replace paper towels or provide any other effective means for drying hands. The corrective action taken for the soap is documented in the narrative on the form, but **COS** is not marked for item #7 because all violations under that item were not corrected.
- R Marking **R** indicates that the same violation under the same item # was cited on the last inspection report. Using the same scenario, on the subsequent inspection, if the provision of soap and paper towels is not in violation, but the sink is not provided with warm water, (which is also cited under #7) **R** would not be marked because this is a new violation which was not cited on the previous inspection report.

Section # 1-24 are Critical Items. If any item in this section is marked OUT and has not been corrected on site, a timely follow-up reinspection is required.

FOODBORNE ILLNESS INTERVENTIONS & RISK FACTORS

MANAGEMENT & PERSONNEL

I. DEMONSTRATION OF KNOWLEDGE

1. **PIC (Person in Charge) demonstrates knowledge of food safety principles pertaining to this operation.** This may be determined by several methods:
The inspector may ask the PIC questions to determine if he/she has basic knowledge of food safety pertaining to the specific operations of that establishment.

DO NOT MARK "IN" or "OUT" until the inspection report HAS BEEN COMPLETED.
If no Foodborne Illness Risk Factor violations are observed, this would indicate an IN compliance.

If critical violations are observed, this would indicate an OUT of compliance, even if PIC was able to answer questions correctly. (What effect will this have?)

Criteria for the proper evaluation of PIC knowledge is as follows:

- a.) Properly answered questions-no critical violations observed. IN
- b.) Properly answered questions-one or more critical violations found. OUT
- c.) Improperly answered questions-no critical violations found. IN
- d.) Improperly answered questions- one or more critical violations found. OUT
- e.) Properly answered questions-activity not observed. IN
- f.) Improperly answered questions- activity not observed. IN

2. PIC in “Risk Level 3” Retail Food Establishments is certified.

A PIC must be present at all times, however; only one PIC per establishment needs a food safety certificate.

NOTE: New Jersey recognizes the following Food Manager’s Certificate ONLY: ServSafe, National Registry for Food Protection, Thompson Pro-Metric.

- IN This item may be marked IN only in the case where the Inspector has seen the certificate and verified that the certificate has not expired.
- IN This item may also be marked IN if the food establishment is Risk 1,2 or 4 and the food manager has a valid food manager’s certificate.
- OUT This item must be marked OUT of compliance if PIC cannot verify that at least one manager employed by this establishment has a valid certificate from ServSafe, National Registry for food Safety or Thomson Prometric,
- N.A This item may be marked N.A only. if the food establishment is Risk Level 1, 2, or (unless required under local ordinance.)

3 Ill or injured food workers restricted or excluded as required. This may only be determined by observation.

NOTE: An ill food worker is defined in Section 2.2a of Chapter 24

- IN This item must be marked IN if you do not observe an ill food worker.
- OUT This item must be marked OUT of compliance if one person is observed working with an illness.
- N.O. This item may only be marked N.O if no food workers are present to observe.

PREVENTING CONTAMINATION FROM HANDS

Requirements for Hand Washing

(NOTE: *You must be in the establishment long enough to make an observation of employee hand washing*).

- 4. Hand washing conducted in a timely manner; prior to work, after using restroom, etc.**
- OUT This item must be marked OUT of compliance if one person is observed with soiled hands or hands that have not been washed when required.

N.O. This item may be marked N.O. in the case where no food workers are present to observe. If you have been in the establishment for a considerable amount of time and it was not necessary for the food workers to wash hands i.e. they were performing the same task and did not need to change gloves and wash hands or if no food worker left the work area to perform another task, information can be gathered from questioning the PIC about the establishment's handwashing policy. If this item is marked N.O. a statement must be noted on the Observations Sheet of the report with notes concerning the reason why the section was marked as such.

5. Hand washing proper; includes at least 20 seconds with at least 10 seconds of vigorous lathering.

OUT This item must be marked OUT of compliance if one person is observed not washing hands for the proper duration.

N.O. This item may be marked N.O. where no food workers are present to observe. (If #4 has been marked N.O. this item may also to be marked N.O. for the same reasons.)

Hand Washing Facilities

6. Hand washing facilities are provided in toilet rooms, prep areas, convenient, accessible, and unobstructed. All retail food operations MUST have conveniently located hand wash facilities. Culinary or food preparation sinks may NOT be used for hand washing. NOTE: Hand wash sinks must also be provided for bar tenders and wait staff.

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

7. Handwashing facilities are provided with warm water; soap & acceptable hand drying method.

N.A. Do Not Mark this Item N.A.

N.O. Do Not Mark This Item N.O.

8. Direct bare hand contact with exposed, ready-to-eat foods is avoided.

NOTE: Special circumstances where limited bare hand contact is necessary may be allowed if documented procedures adhere to the requirements of 3.3(a) 4 are followed.

OUT This item must be marked OUT of compliance if one person is observed to be out of compliance with this item.

N.A. This item may be marked N.A. for establishments that do not prepare ready-to-eat foods, such as retail meat or seafood departments.

N.O. This item may be marked N.O. for establishments that prepare ready-to-eat foods only in the case where no food workers are present.

FOOD SOURCE

9. All foods, including ice & water, from safe sources; with proper records

- All foods must be from approved sources
- Shellfish must be purchased from NSSP listed sources.
- No recreationally caught shellfish received or sold.
- No home prepared/ home canned foods

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

10. Shellfish/Seafood record keeping procedures; storage; proper handling; parasite destruction

- Fish intended to be served raw or undercooked must be frozen to kill parasites as per 3.4(d). Written documentation must be provided to verify the fish was frozen by establishment or by supplier as per 3.4(e).
- Shell stock tags/labels must be retained for 90 days from the date the container is emptied.

NOTE: Records MUST be kept. Section 3.2(r) 2 requires shellfish records to be kept in chronological order for 90 days. Shellfish tags not in chronological order, however, would not be basis for marking OUT of compliance for this item. The critical risk factor of records being kept properly is so that a trace back can be performed in the event of an outbreak. Inspectors should advise PICs to place records in order and mark the check sheet "IN" and mark item #26 OUT noting on the Observations Sheet of the report the reason why the section was marked as such.

N.A. This item is marked N.A. if shell stock is not used or when raw, raw-marinated, or partially cooked fish (excluding the tuna species listed in the code) are not used in the establishment.

N.O. This item is marked N.O. when shell stock is a seasonal or occasional item and has not been sold or used within the establishment within the past 90 days or you were unable to determine from invoices or purchasers records whether shell stock was used or sold within the past 90 days.

11. PHFs received at 41°F or below. *Except milk, shell eggs & shellfish (45°F)*

Food must be received at proper temperatures and protected from contamination during transportation and receiving. Food must be determined to be safe and unadulterated. Do not depend on the establishment's records or PIC interview to determine compliance of this item.

IN This item may be marked IN only in the case where deliveries are being made at the time of your inspection and you have the opportunity to check that the food is safe and unadulterated, and you are able to check any temperatures of food during receiving.

OUT If one PHF item is observed to be delivered in an unsafe manner or appears adulterated or if one item is out of required refrigerated temperatures, this item must be marked OUT of compliance.

N.O. If the food appears safe and unadulterated but you are not able to determine the condition of foods transported, mark the item N.O.

N.A. This item may be marked N.A. only if establishment does not sell potentially hazardous foods.

FOOD PROTECTION

12. Proper separation of raw meats & raw eggs from ready-to-eat foods provided.

Food is protected from cross-contamination by separating raw animal foods from ready-to-eat food.

This item must be marked IN or OUT of compliance with the following exceptions:

- N.A. This item is marked N.A., such as when no meats are stored or prepared such as a vegetarian menu or only commercially pre-cooked animal foods are used.
- N.O. This item may be marked N.O. only when raw animal foods are stored or served seasonally and you are unable to determine compliance.

13. Foods protected from contamination

NOTE: This item differs from # 27 (Foods protected from **potential** contamination during **preparation, storage, display**) in that **only those violations considered of a critical nature or needing immediate attention to avoid food contamination should be noted here.**

IN This item is marked IN if contamination of food is not observed. (If **potential** food contamination is observed, mark #27 OUT).

OUT This item is marked OUT of compliance only if contamination of food is **observed** and contamination is of a critical nature, i.e. immediate hazard. Examples of this include moldy food and liquid dairy products that are out of date. Please refer to Code Reference Document to determine other types of violations to be noted here. (*The inspector should request that the product be voluntarily destroyed or the product should be embargoed.*)

OUT This item should be marked OUT if food is found to be cooling in ice to be used for drinking purposes and the food has more potential for contamination such as melons or fish. (*The inspector should request that the ice bin be emptied, cleaned and sanitized.*)

NOTE If the food cooling in ice is packaged and unopened such as a canned beverage, Mark #27 OUT (*The inspector should request the food item be removed from the ice.*)

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

14. Food Contact surfaces properly cleaned and sanitized.

This item will require some judgment when marking IN or OUT of compliance based on observation and interview.

This item refers to whether the mechanical, manual ware wash methods can properly clean and sanitize the equipment and utensils. If equipment itself, such as gauges, improper maintenance, whether or not test strips are available etc. are in question, refer to #45 in the Good Retail Practices section of this check sheet and mark appropriately.

- IN This item is marked IN if wash, rinse, sanitize procedures are not observed and no potential problem is identified.
- IN This item is marked IN if establishment has no need to wash, rinse or sanitize such as if equipment is washed and sanitized off site or if single service items are in use.
- OUT This item should be marked OUT of compliance if observations are made that support a **pattern** of non-compliance with this item. One dirty utensil, food contact surface or one sanitizer container without sanitizer would not necessarily support an OUT of compliance mark.
- N.A. Do Not Mark This Item N.A
- N.O. Do Not Mark This Item N.O.

PHF's TIME/TEMPERATURE CONTROLS

- 15. SAFE COOKING TEMPERATURES:** (Internal Temperatures for raw animal foods for 15 seconds
Except: These foods may be served raw or undercooked in response to a consumer order and for immediate service.

130°F for 112 minutes: for Roasts (or as per chart under 3.4(a) 2)
 145°F: Fish, Meat, Pork, Game Animals, Raw Shell Eggs
 155°F: Ground Meat / Fish, & Injected Meats; Pooled Raw Shell Eggs
 165°F: Poultry; Stuffed fish/ meat/ pasta; Stuffing containing fish/meat.

(NOTE: Cooking temperatures must be taken to make a determination of compliance or non-compliance. Do not rely upon discussions with managers or cooks to make a determination of compliance or non-compliance.)

- IN This item may be marked IN only in the case where cooking temperatures have been taken and every food item was found to be cooked to the proper temperature.
- OUT This item must be marked OUT if one food item is found to be out of compliance.
- N.A. This item is marked N.A. if no PHF foods are cooked in the establishment
- N.O. This item is marked N.O. if one or more of the food types for this item are cooked in the establishment, but you are unable to determine the cooking temperature during your visit.

- 16. PASTEURIZED EGGS: substituted for raw shell eggs in raw or undercooked egg-containing foods i.e. Caesar salad dressing, hollandaise sauce, tiramisu, chocolate mousse, meringue, etc.**

The marking of this item must be determined by observation of the product being prepared and by discussion with management.

- IN This item must be marked IN if pasteurized eggs are substituted for raw eggs in raw or undercooked foods and you are able to confirm this by observing the undercooked egg containing foods being prepared.
- OUT This item must be marked OUT if undercooked egg containing foods are on the menu, management indicates that raw shell eggs are used to prepare these items, and the

product is on site. (*The inspector should request that the product be voluntarily destroyed or the product should be embargoed. The inspector should instruct the PIC that using raw eggs for this undercooked product is prohibited.*)

- OUT This item must be marked OUT if undercooked egg containing foods are on the menu, management indicates that these items are prepared with pasteurized eggs but no pasteurized eggs are observed to be on site. The product is on site and management cannot provide invoices confirming that pasteurized eggs are routinely purchased. (*The inspector should request that the product be voluntarily destroyed or the product should be embargoed.*)
- N.O. This item must be marked N.O. if undercooked egg containing foods are on the menu and management indicates pasteurized eggs are used to prepare these items. Invoices confirm that pasteurized eggs are routinely purchased but the preparation of the product is not observed.
- N.O. This item is marked N.O. if raw shell eggs are used in the preparation of undercooked foods but the preparation of undercooked egg containing foods is Not observed and no product is available site. (*The inspector should instruct the PIC that using raw eggs for this undercooked product is prohibited. This should be noted on the report*)
- N.O. This item must be marked N.O. if the preparation of undercooked raw egg foods is seasonal (such as egg nog) and it is not currently prepared or served. Management indicates pasteurized eggs are used to prepare these items. Invoices are no longer available. (*The inspector should remind the PIC that using raw eggs for this undercooked product is prohibited.*)
- N.A. This item must be marked N.A. if the establishment does not serve foods containing raw or undercooked eggs.

17. COLD HOLDING: PHFs maintained at “refrigeration temperatures.”(41°F)

PHF is maintained at 41°F or below, except during preparation, cooking, cooling or when time is used as a public health control The intent of this item is to determine that adequate cold holding procedures are in place. (Equipment repair items must be marked under item # 40)

NOTE: A temperature survey chart should be added to the Observation section of the Inspection Report.

- IN This item is marked IN only after internal temperatures of foods have been taken and ALL food has been found to be in compliance with cold holding temperature regulations.
- OUT This item is marked OUT if any one item is out of proper refrigeration temperatures. This same item may also be marked COS if appropriate corrective action was taken, such as put under proper refrigeration or discarded. (*Record any temperature above proper refrigeration temperatures on Observations section of this report.*)

N.A. Do Not Mark This Item N.A.

N.O. Do Not Mark This Item N.O.

18. COOLING: PHFs rapidly cooled from 135°F to 41°F or below within 6 hours and from 135°F to 70°F within 2 hours.

The intent of this item is to determine that adequate cooling procedures are in place. (If food is cooled using improper cooling methods yet still within proper cooling timeframes, mark item #39 OUT and record the corrective action that was taken.)

NOTE: Production documents as well as statements from managers, person-in-charge (PIC), and employees regarding the time the cooling process was initiated may be used to supplement actual observations.

IN This item may be marked IN only after internal temperatures of foods have been taken and it has been determined that the food has been cooled within the proper time frames. Discussion with management may NOT be used as verification. However, statements from managers, person-in-charge (PIC), and employees regarding the time the food was prepared may be used to supplement actual observations

OUT If one PHF item is observed to be improperly cooled, this item must be marked OUT of compliance.

N.A. This item is marked N.A. if the establishment is a cook-serve establishment type or does not cool or reheat food.

N.O. This item is marked N.O. if the establishment does cool PHF, but you were unable to make a determination of compliance.

19. COOLING: PHFs (prepared from ingredients at ambient temperature) must be cooled to 41°F or below within 4 hours

IN *This item may be marked IN only after internal temperatures of foods prepared at ambient temperatures have been taken and it has been determined that the food has been cooled within 4 hours.* Discussion with management regarding the pre-refrigeration of foods may NOT be used as verification. However, statements from managers, person-in-charge (PIC), and employees regarding the time the food was prepared may be used to supplement actual observations

OUT If one PHF item is observed to be improperly cooled, this item must be marked OUT of compliance.

N.A. This item is marked N.A. if the establishment has no PHF that are prepared from ingredients at ambient temperature.

N.O. This item is marked N.O. if these types of foods are prepared, but you were unable to make a determination of compliance.

20. REHEATING: PHFs rapidly reheated in proper facilities to at least 165°F within two hours or commercially processed PHFs heated to at least 135°F prior to hot holding.

PHFs that are cooked and then cooled on premises must be rapidly reheated to 165°F for 15 seconds for hot holding. Do not depend on the establishment's records or PIC interview to determine compliance of this item.

Commercially processed RTE foods, hermetically sealed, intact packaged from food processing plant intended for hot holding in proper facilities must be rapidly reheated to 135°F within 2 hours, prior to being placed in proper facilities for hot holding.

IN This item may be marked IN only if it is observed that the food being reheated properly

OUT If one PHF item is observed to be improperly reheated, this item must be marked OUT of compliance.

N.A. This item is marked N.A. if foods are not reheated for hot holding and if commercially processed ready to eat foods are not reheated in the establishment.

N.A. This item is marked N.A. if PHF's are not hot held.

N.O. This item is marked N.O. if foods are reheated for hot holding, but you are unable to observe the reheating procedure. Do not depend solely on discussions with management or cooks or temperature record charts to make a determination on this item.

21. HOT HOLDING: PHFs Hot Held at 135°F or above in appropriate equipment.

Roasts may be held at a temperature of 130°F or above.

PHF is maintained at 135°F or above, except during preparation, cooking, or cooling or when time is used as a public health control.

OUT This item must be marked OUT of compliance if the equipment is incapable of holding the food at the proper temperature for an extended amount of time.

OUT If the temperature of one PHF item is observed to be out of compliance, this item must be marked OUT of compliance.

N.O. This item is marked N.O. only in rare instances when you are unable to determine compliance.

N.A. This item is marked N.A. if PHFs are not hot held.

22. TIME as a PUBLIC HEALTH CONTROL: Approval; written procedures; time marked; discarded in 4 hours.

When time only is used as the public health control: Prior approval acquired; time marked & product discarded after 4 hours (all three of these parameters must be observed or documented).

NOTE: *If prior approval has not been obtained for using time as a public health control, refer to #17 or #21 whichever applies.*

N.A. This item may only be marked N.A. if time is not used as the only public health control.

N.O. This item should be marked N.O. when time is used as the public health control and you are unable to determine compliance. Do not depend on information from managers or cooks.

23. SPECIALIZED PROCESSING METHODS: Approval; written Procedures; conducted properly

IN This item is only marked IN if “special processing methods” such as smoking, acidification, and reduced oxygen packaging are observed by the inspector at the time of inspection; prior approval for conducting the specialized processing method has been obtained from the health authority; written procedures are available; and the process is being performed correctly.

OUT Mark this item OUT if establishment practices “specialized food processing” and does not have prior approval from the health authority; or if written procedures are not available; or the establishment does not adhere to written procedures; or processing methods do not conform to food safety standards.

N.A. Mark this item NA if establishment does not engage in specialized food processing

N.O. Mark this item NO if establishment practices “specialized processing methods” and prior approval from the health authority has been obtained but the “specialized processing method” was not being conducted at the time of inspection.

24. HIGHLY SUSCEPTIBLE POPULATIONS: Pasteurized foods used; Prohibited foods not offered

NOTE: *The PIC should be questioned regarding whether or not certain foods are offered for sale or certain practices occur in the establishment to mark item #24 of the inspection form. One may rely solely on discussions with managers or food employees to determine the compliance status of these items.*

IN Mark this item IN only if **all** requirements for establishments serving a highly susceptible population are fully in compliance.

OUT Mark this item OUT if any of the requirements for establishments serving a highly susceptible population are not full in compliance.

N.A. Mark this item N.A. only if establishment does not solely serve a highly susceptible population. A retail food establishment that serves individuals who are part of the general public but may be considered highly susceptible, such as an elderly patron, does not fall within this category.

N.O. Do not mark this item N.O.

GOOD RETAIL PRACTICES

For guidance pertaining to Item #s 26-52 please consult the Code Reference Document

SAFE FOOD & WATER/PROTECTION FROM CONTAMINATION

- 25. Hot & cold water available; adequate pressure
- 26. Food properly labeled, original container
- 27. Food protected from potential contamination during preparation, storage, display.
This is for non-critical items such as if contamination is potential but not actually observed.
- 28. Utensils, spatulas, tongs, forks, disposable gloves provided & used to restrict bare hand contact
- 29. Ready-to-eat raw fruits & vegetables washed prior to serving
- 30. Wiping cloths properly used and stored
- 31. Toxic substances, properly identified, stored and used
- 32. Presence of insects/rodents minimized: outer openings protected, animals as allowed.
- 33. Personal Cleanliness (fingernails, jewelry, outer clothing, hair restraint).

FOOD TEMPERATURE CONTROL

- 34. Food temperature measuring devices provided, used and calibrated
- 35. Thin- probed temperature measuring device provided for monitoring thin foods (ie. Meat patties and fish fillets)
- 36. Frozen foods maintained completely frozen.
This may be determined by touching the wrapped product.
- 37. Frozen foods properly thawed.
- 38. Plant food for hot holding properly cooked to at least 135°F
- 39. Methods for rapidly cooling PHFs are properly conducted and equipment is adequate

EQUIPMENT, UTENSILS & LINENS

- 40. Materials, construction, repair, design, capacity, location, installation, maintenance
- 41. Equipment thermometers provided (refrigeration units, etc)
- 42. In-use utensils properly stored
- 43. Utensils, single –service items, equipment, linens properly stored, dried and handled
- 44. Food and non-food contact surfaces properly constructed, cleaned, cleanable, used
- 45. Proper warewashing facilities installed, maintained, cleaned, used; sanitizer test strips available, used

PHYSICAL FACILITIES

- 46. Plumbing system properly installed; safe & in good repair; no potential backflow or backsiphonage conditions
- 47. Sewage & waste water properly disposed
- 48. Toilet facilities are adequate, properly constructed, properly maintained, supplied and cleaned
- 49. Design, construction, installation & maintenance proper-floors/walls/ceilings
- 50. Adequate ventilation; lighting; designated areas used
- 51. Premises maintained free of litter, unnecessary articles, cleaning & maintenance equipment properly stored; garbage & refuse properly maintained.
- 52. All required signs (handwashing, inspection placard, etc) provided and conspicuously posted